



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 W. Ocean Blvd., 3rd Floor • Long Beach, CA 90802 • (562) 570-6462 • Fax (562) 570-5072 • TEDD (562) 570-

5832

DIVERSITY AND ECONOMIC OPPORTUNITY DIVISION

ATTENTION: Potential HUD Section 3 Business

The City of Long Beach Diversity and Economic Opportunity Division's mission is to create an environment of inclusion where our diverse and local business enterprises are given maximum opportunity to compete successfully in providing quality and cost-effective products and services to City Departments in a timely manner. To assist in these areas, we are developing a database of certified Section 3 businesses interested in participating in HUD Section 3 federally funded projects. Please consider registering and certifying your business in order to take full advantage of these opportunities. The City attempts to accomplish this goal by first informing businesses about contracting opportunities, and then assisting them with the bid process to maximize small business participation. The City of Long Beach is eager to establish relationships with businesses and business organizations to identify qualified small and local businesses to compete for City projects. Refer to the "What is a Section 3 Business?" flyer for information on how to qualify as a HUD Section 3 Business.

Please complete the enclosed application so your company can be considered for inclusion in the HUD Section 3 business database. Be sure to print clearly, complete ALL portions of the attached application and return to:

Patrice N. Henderson
City Hall, Community Development
Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802
or
Fax: to (562) 570-5072

If you have any questions about the application, please contact Patrice N. Henderson via email at: Patrice_Henderson@longbeach.gov or (562) 570-6037. You may also contact Jesse Johnson, Diversity and Economic Opportunity Officer via email at Jesse_Johnson@longbeach.gov or (562) 570-6462. Your assistance in this matter is greatly appreciated.

Sincerely,

Jesse B. Johnson, Jr., CPPB
Diversity and Economic Opportunity Officer

Attachments
JBJ:ph



CITY OF LONG BEACH
WORKING TOGETHER TO SERVE

HUD SECTION 3 BUSINESS APPLICATION

The following applicable information must be submitted to determine your eligibility as a HUD Section 3 business. Be sure to complete BOTH sides of this document. Upon verification of the information submitted, your company, upon approval, will be included in a City Database of Businesses certified with the City of Long Beach to participate in future HUD Section 3 projects. We will use this database to notify you of upcoming opportunities and to share with Prime Contractors seeking Certified HUD Section 3 businesses for projects.

(IF YOU ARE NOT COMPLETING APPLICATION ON-LINE, PLEASE PRINT OR TYPE ALL INFORMATION)

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Website Address: _____

Composition of Ownership (more than 50% of ownership) (Optional): Ethnicity: _____ Gender: _____

Type of Business: (Applicable documentation must be submitted with application.)

- ☐ Corporation:
 - Attach copy of Certificate of Corporation Good Standing
- ☐ Partnership:
 - Attach copy of Partnership Agreement
- ☐ Sole Proprietorship:
 - Attach copy of Assumed Business Name Certificate
- ☐ Joint Venture
 - Attach copy of Joint Venture Agreement

Please provide the following information:

☐ Federal Tax ID Number: _____

☐ City of Long Beach Business License Number: _____

☐ State of California Contractor License Number(s): _____

Please list Services and/or Products you can provide: (Use NAICS Codes, visit www.SBA.gov for codes) _____

Are you currently registered as a supplier with the City of Long Beach's Purchasing Division "Bids On-Line"?

- ☐ Yes: Please provide your Vendor Number: _____
- ☐ No: Please visit the Purchasing Division website at www.longbeach.gov/purchasing to register with "Bids On-line" If you need assistance with the on-line registration process or do not have access to a computer please call (562) 570-6361.

Is your company currently a HUD Section 3 Business?

- ☐ Yes: Please attach a copy of your certification.
- ☐ No: Please attach the applicable document(s) as evidence of HUD Section 3 eligibility status:
- ☐ Businesses claiming HUD Section 3 status as a 51% HUD Section 3 Resident-Owned Enterprise:
 - Attach copy of Resident Lease.
 - Attach copy of last year's Income Statement
 - **HUD Section 3 Business Concern Certification Form # 3-106**
- ☐ Businesses claiming HUD Section 3 status by subcontracting 25 percent of their dollar awarded to qualified HUD Section 3 Businesses:
 - Attach completed **HUD Section 3 Letter of Intent Form # 3-206** that stipulates your business commitment to specify contract percentages expenditures on HUD Section 3 projects with qualified HUD Section 3 Businesses.
- ☐ Businesses claiming HUD Section 3 status claiming at least 30 percent of their workforce is currently HUD Section 3 Residents or were HUD Section 3 Eligible Residents within 3 years of date of first employment with the businesses:
 - Attach **HUD Section 3 Business Employee Form # 3-306** listing employees claiming HUD Section 3 status with proof of yearly earning/family size.
 - Attach other evidence of HUD Section 3 status less than 3 years from date of employment.

Evidence of ability to perform successfully:

- ☐ References:
 - Attach a list of four (4) recent contracts with project name, description, contact person/ telephone number and date contract was completed.

I THE UNDERSIGNED, ON BEHALF OF THE COMPANY HEREBY CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Name of Company: _____

Address of Company: _____

Telephone: _____ Fax: _____

*Printed Name of Signer: _____ *Authorized Signature: _____

*Title of Signer: _____ Date: _____

***CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS APPLICATION, PLEASE CONTACT:**

Patrice Henderson, Staff
(562) 570-6037
Patrice_Henderson@longbeach.gov

or Jesse B. Johnson, Jr., Diversity & Economic
Opportunity Officer, (562) 570-6462
Jesse_Johnson@longbeach.gov

PLEASE RETURN APPLICATION TO:

Patrice Henderson
Community Development Department, Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802 or Fax to (562) 570-5072

FOR OFFICIAL USE ONLY

Date Application Received: _____ Initial Review by: _____ Date: _____

Final Review and certification by: _____ Date: _____

What is a Section 3 Business?

Legal Definition:

Section 3 Business-A business entity formed in accordance with State law, and which is licensed under State, county, or municipal law to engage in the type of business activity for which it was formed **and**: A business that is 51 percent or more owned by Section 3 resident(s); **or** whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents who reside in the City of Long Beach or Signal Hill, **or** within three years of the date of first employment with the business concern were Section 3 residents; **or** a business that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the ownership or employment qualifications of a Section 3 business (as discussed above).

Your Business is a Section 3 Business if...

Your business was formed in accordance with State law, and licensed to engage in the type of business activity for which it was formed.

AND You can answer yes to **ONE** of the following questions:

- ✓ Is 51% of the Business owned by Section 3 Resident(s)?
OR
- ✓ Are 30% of the permanent, full-time employees currently Section 3 Residents who reside in the City of Long Beach or Signal Hill?
OR
- ✓ Were 30% of the permanent, full-time employees, within 3 years of the date of first employment, Section 3 Residents who reside in the City of Long Beach or Signal Hill?
OR
- ✓ Can you provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to a Section 3 business that meets the ownership or employment qualifications? (As explained above).
OR
- ✓ Can you provide evidence of a commitment to hire Section 3 residents, such that they compose at least 30% of all new hires? (As defined by the most updated HUD income requirements, see chart on the reverse side of this sheet).

For a definition of a Section 3 Resident, please see the reverse side. For more information about Section 3 Requirements Contact:

Jesse B. Johnson, Jr., CPPB

Diversity and Economic Opportunity Officer
City of Long Beach
Diversity and Economic Opportunity Division
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
(562) 570-6462
jesse_johnson@longbeach.gov
www.longbeach.gov/diversity/
“Service first...Safety always!”

What is a Section 3 Resident?

SECTION 3 RESIDENT

A Section 3 Extreme Low/Very Low/Low Income Person:

A Section 3 low-income person resides in the metropolitan area (city), where the Section 3 covered assistance is expended (City of Long Beach and Signal Hill), and whose household income does not exceed 80 percent of the median income for the area. A Section 3 very low-income person is the same as above with the exception that the household income does not exceed 50 percent of the median income for the area. Please see chart below.

Section 3 Residents Income Restrictions

Family size	<u>Extreme Low</u> (0-30% of Median)	<u>Very Low</u> (30%-50% of Median)	<u>Low</u> (50%-80% of Median)
1	\$14,550	\$24,250	\$38,800
2	\$16,650	\$27,700	\$44,350
3	\$18,700	\$31,200	\$49,900
4	\$20,800	\$34,650	\$55,450
5	\$22,450	\$37,400	\$59,900
6	\$24,150	\$40,200	\$64,300
7	\$25,800	\$42,950	\$68,750
8	\$27,450	\$45,750	\$73,200

Los Angeles-Long Beach Area Mean Family Income = \$56,200*

(If your salary is currently or was, within the past three years, within these income levels you STILL qualify as a Section 3 Resident).

For a definition of a Section 3 Business, please see the reverse side.

If you would like more information about construction opportunities for Section 3 Residents please contact:

Jesse B. Johnson, Jr., CPPB

Diversity and Economic Opportunity Officer
City of Long Beach
Diversity and Economic Opportunity Division
333 W. Ocean Blvd., 3rd Floor
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*Numbers are based on HUD FY 2006 Income Limits effective March 8, 2006.



CITY OF LONG BEACH

**ADMINISTRATIVE AND FINANCIAL MANAGEMENT SERVICES BUREAU
DIVERSITY AND ECONOMIC OPPORTUNITY DIVISION**

Application for Certification as a HUD Section 3 Business Concern
HUD Section 3 Resident Owned Business Concern Certification
Form # 3-106

Business Name _____
Address _____ City _____
State _____ Zip _____ Phone: _____

Identify all of the categories of goods and services that your company provides using the City's "Bids on Line" Commodity Code list.

Commodity Code	Category Name:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Business Concern Certification

To become certified as a Section 3 Business Concern because **51% or more of the business owners are section 3 residents**, list each business owner below and complete a "Section 3 Resident" form for each business owner who is a Section 3 resident.

List each business owner	SS #	Section 3 Resident Yes or No

IF APPLICABLE PLEASE RETURN FORM WITH HUD SECTION 3 APPLICATION TO:

Patrice Henderson
Community Development Department, Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802 or Fax to (562) 570-5072



CITY OF LONG BEACH

**LETTER OF INTENT TO SUB CONTRACT WITH HUD SECTION 3 BUSINESSES
FOR PROVISION OF SERVICES AND/OR PRODUCTS ON HUD SECTION 3 PROJECTS
FORM # 3-206**

This letter is subject to verification by the City of Long Beach, Diversity and Economic Opportunity Division.

City of Long Beach or designee in its bid evaluation and contract award process may use this Letter of Intent for HUD Section 3 Projects. You should only sign this Letter of Intent if you intend to enter into a contract or contract negotiations with qualified HUD Section 3 Businesses should you receive a contract award.

Signing this Letter of Intent does not obligate the company to sign a contract with HUD Section 3 Businesses for the provision of services and/or products.

The company is proposing to participate in HUD Section 3 Programs. By signing below, the company acknowledges that it is willing to enter into contract negotiations with HUD Section 3 Businesses for the provision of services and/or products to HUD Section 3 Projects or other projects designated by the City as eligible HUD Section 3 Projects.

The company intends to meet HUD Section 3 status by subcontracting twenty-five percent (25%) of the awarded contract to qualified HUD Section 3 Businesses. If the company is awarded a contract in the Service Area, you agree to negotiate in good faith with an appropriate HUD Section 3 Business in an effort to subcontract with said business.

I, THE UNDERSIGNED, ON BEHALF OF THE COMPANY, HEREBY CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Name of Company: _____

Address of Company: _____

Telephone: _____ Fax: _____

*Printed Name of Signer: _____ *Authorized Signature: _____

*Title of Signer: _____ Date: _____

**CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY.*

IF APPLICABLE PLEASE RETURN FORM WITH HUD SECTION 3 APPLICATION TO:

Patrice Henderson
Community Development Department, Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802

or Fax to (562) 570-5072



CITY OF LONG BEACH

**ADMINISTRATIVE AND FINANCIAL MANAGEMENT SERVICES BUREAU
DIVERSITY AND ECONOMIC OPPORTUNITY DIVISION**

Application for Certification as a HUD Section 3 Business Concern
HUD Section 3 Business Employee
Form # 3-306

Business Name _____
Address _____ City _____
State _____ Zip _____ Phone _____

To become certified as a Section 3 Business Concern because **30 % or more of the full time employees are Section 3 residents**, list each full time employee below and complete a **Section 3 Resident** form for each full time employee who is a Section 3 resident.

List all permanent, full-time employees	Hire Date	Section 3 Resident Within three years of the date of first employment? Yes or No

IF APPLICABLE, PLEASE RETURN FORM WITH HUD SECTION 3 APPLICATION TO:

Patrice Henderson
Community Development Department, Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802

or Fax to (562) 570-5072



City of Long Beach
Working Together to Serve

**ADMINISTRATIVE AND FINANCIAL MANAGEMENT SERVICES BUREAU
DIVERSITY AND ECONOMIC OPPORTUNITY DIVISION**

**HUD SECTION 3 RESIDENT APPLICATION
Form # 3-406**

The information requested below will be used to certify you as a Section 3 Resident. If applicable, you may also be included in a City of Long Beach database of individuals interested in participating in pre-apprentice construction training programs, who are skilled in a construction trade (carpenter, electrician, plumber, etc.), and is seeking job placement services, or to certify you or your present employer as a Section 3 Business. You may attach additional information to this application if necessary. **This application along with any additional information that you provide, may also be used by the City of Long Beach or given to construction companies for job consideration. Please complete BOTH sides of this application.**

(PLEASE PRINT ALL INFORMATION)

Name: _____
Last First Middle

Address: _____
Number and Street City State Zip Code

Age: _____ Ethnicity (optional): _____ Gender (optional): M _____ F _____

Telephone Where You
Can Be Reached: _____
Home/Other Work

Family Size/Income – Information regarding your family income and size must be provided to qualify.

Family Size (REQUIRED)	Family Income (REQUIRED)

Please list any specializations or skills:

Did you receive a Diploma or Certificate? Yes _____ No _____

If yes, give Name of School: _____

If you need job training assistance, contact the City of Long Beach Career Transition Center at 3447 Atlantic Ave, Long Beach, CA 90807, (562) 570-3700.

(TURN OVER)

Construction Skills (Please indicate Skills by listing experience in **ALL** areas that apply).

Skill Area	Years of Experience	Skill Area	Years of Experience	Skill Area	Years of Experience
Carpenter		Flooring		Concrete Mason/Finisher	
Electrician		Building Maintenance/Site Cleanup		Iron Worker	
Painter		Roofer		Tile/Marble/Brick Mason	
Plasterer		Plumber		Operating Engineer	
Lead Abatement		Laborer		Sheet Metal Worker	

_____ Other (please specify below)

_____ No construction experience

Signature: _____ **Date:** _____

Email: _____

RETURN APPLICATION TO:

Patrice Henderson
City Hall, Community Development
Diversity and Economic Opportunity Division
333 W. Ocean Blvd. 3rd Floor
Long Beach, CA 90802

or

Fax to: 562-570-5072